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DDA 85-0060/31
9 August 1985

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 9 August 1985

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1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

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h. The Director of Personnel (D/OP) made a one-day trip to [redacted] where he visited [redacted] and also participated in [redacted]. Overall Agency recruitment was the topic of D/OP's presentation, although the primary focus centered on minority recruitment. The show tentatively is scheduled for broadcast in the Pittsburgh area in early September.

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j. Members of the Central Intelligence Retirees Association (CIRA), who had indicated their willingness to serve as focal points to augment the Agency's recruitment effort, have been invited to attend a one-day conference at Headquarters, tentatively scheduled for 30 August. Most of the briefings to be provided to the CIRA participants will be designed to update them on current Agency personnel requirements.

1. The Family and Employee Liaison Office's (FELO) "roommate assistance program" is generating more and more activity as employees find the need to accept a shared situation to afford housing. The goal is to expand the program still more so that we can provide greater assistance. We are also seeing more individuals who are seeking permanent housing situations through our listings for apartment and house rentals. FELO was able to place over 62 people in temporary housing during the month of July.

m. Twenty-five editors from all directorates met on 30 July to organize an Editors' Forum. After lively discussion, those attending this preliminary forum agreed that they shared several concerns that would make future meetings worthwhile. Those present agreed on four topics of general interest: (1) One style manual for all of the CIA; (2) Editor-writer relationships; (3) Editing as a Career in the CIA and (4) On-screen editing--limitations and possibilities. These topics will be addressed at quarterly meetings with the first scheduled for 30 October.

n. On 22 July, the Changing Role of the Secretary in an Automated Office Course was presented in a new Agency-specific format designed by [redacted] Formerly, the course was presented by a contractor whose emphasis was on the theory of change. The new format included segments by division chiefs from the Offices of Training and Education (OTE) and Information Technology (OIT); a segment on Ergonomics by a psychologist from the Office of Medical Services; and a segment on

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job creativity by [] Student critiques confirmed that the new format was well received and met their needs. The next running of the course will take place on 19 August.

o. The full Career Trainee (CT) Class of 73 students completed basic word processing on the Wang Alliance on 1 August. The group was divided equally into two groups giving each class two days of intensive training. Seven students qualified on the KEE simulator. There were several others who were in-house Wang users who attended only the specialized training sessions. In addition to basic operations, they received training in Visual Memory and Glossary. The Visual Memory will enable them to key in their evaluations of all the speakers. Several Glossary programs contain various quizzes the CTs are required to complete during certain phases of their training. The CTs are certainly a bright, quick and alert group of young people. Overall, the training went very well.

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p. The two-week Seminar on Intelligence Analysis (SIA), conducted [] ended on 1 August. Eleven DI analysts, two analysts from the National Security Agency, and one from the National Photographic Interpretation Center (NPIC) participated. Particularly successful were the student presentations of their final problems to the ADDI, who commented favorably on their use of SIA techniques in the analysis of complex intelligence problems.

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r. The two-day Executive Development Program elective, "Achieving Sustained High Performance," offered by Ms. Marsha Ostrer of Ostrer Associates will be given on 12 - 14 August at the Chamber of Commerce Building. This is the first running and 39 SIS officers have registered for a program that can accommodate only 24. Selection is being made on a first-come, first-served basis. Based on an assessment of this running, a second running may be scheduled.

s. The development contract for the Technology Transfer Assessment Center (TTAC) system was awarded to Computer Sciences Corporation. The TTAC system will be a significant aide to OSWR in tracking the transfer of technology-a major concern to the Agency.

t. The Office of Information Technology (OIT) completed the first census in the Agency's history of all ADP equipment in Headquarters-area components. The census reveals that the Agency uses an

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incredible variety and quantity of ADP equipment. It also gives OIT a tool to help come to grips with and gain control of the Agency's use of ADP technology. In summary:

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u. OIT began work to determine the feasibility of providing SAFE to the Department of State INR. This study is scheduled to be completed in January.

v. Representatives from the Office of Finance/Compensation Division (OF/CD) conducted workshops for 39 Time and Attendance (T&A) clerks at OIT, OSO, NPIC, and AF Division. The workshops provide detailed information on the proper methods to record T&A data, the duties and responsibilities of the units in recording this data, and an overview of payroll operations. Most components find these workshops very helpful and CD urges all components to take advantage of this service.

w. Electronic Time and Attendance System (ELECTAS), a joint effort by OF and OIT to develop a prototype system which will transmit hours worked and leave information electronically, is scheduled for initial testing in September. The OIT portion, including the coding is completed, and training and testing has begun with the involved T&A clerks in OIT. Various user manuals are being developed and reviewed which outline procedures for the T&A clerks and approving officers.

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aa. On 6 August, personnel from the New Building Project Office (NBPO/OL), contacted Mr. Harold Vogel, sculptor of the new building dedication plaque, regarding the status of the project. Mr. Vogel informed us that the marble was in transit from Vermont and is expected at his Manassas studio by the end of the week. The design sketches for the Agency seal and inscription lettering are progressing and should be available for NBPO review early next week.

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William F. Donnelly

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Orig - DCI
1 - DDCI
1 - EXDIR
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1 - Ea. DA OD (via AIM/Wang)
1 - SSA/DDA
1 - DDA/CMS
1 - DDA/MS
1 - DDA/EEO
1 - DDA Subj
1 - HEF Chrono
1 - EO Subj

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